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*OFFICIAL BID PACKAGE*

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**ELEVATOR EQUIPMENT MAINTENANCE  
SERVICE CONTRACT**

Bid February 12, 2013

The City of Canton

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# LEGAL NOTICE

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## Ordinance 5-2013

The Director of Public Service of the City of Canton, Ohio will accept sealed bids until 2:00PM, Local Time on **TUESDAY, February 12, 2013**, for the purpose of securing bids for,

### **Elevator Equipment Maintenance Service Contract**

Submit bid according to the specifications and bid sheet(s) on file and available in the Contract Office/Sixth Floor, Purchasing Department, Canton City Hall Building. The Sixth Floor Conference Room of Canton City Hall is the location for the Bid Opening.

Submit all bids to the City of Canton Contract Office, 218 Cleveland Avenue SW, Purchasing Department/ Sixth Floor, Canton, Ohio 44702 before 2:00 p.m. on the day of the bid opening. THE CITY WILL DISQUALIFY ANY BID NOT RECEIVED IN THE CONTRACT OFFICE ON OR BEFORE 2:00 PM ON **TUESDAY, February 12, 2013**. Contact Steve Henderson, Purchasing Director at (330) 438-4185 or [steve.henderson@cantonohio.gov](mailto:steve.henderson@cantonohio.gov) if you have any questions.

Each bid must contain the full name of every person or company participating in the bid. A CERTIFIED CHECK, CASHIER'S CHECK or SURETY BOND must accompany the bid. Draw this check or bond from a solvent bank or bonding company satisfactory to the Director of Public Service as a guarantee the contract and its performance properly secured if the bid is accepted.

The Bidder shall verify the CERTIFIED CHECK, CASHIER'S CHECK or BID BOND for **FIVE HUNDRED (\$500.00) DOLLARS**. PLEASE NOTE. THE CITY OF CANTON WILL ONLY ACCEPT ORIGINAL CHECKS AND BID BONDS. THEREFORE, IF ANY COMPANY AND/OR BIDDER SUBMITS A COPY (INCLUDING FAXED COPIES) OF HIS/HER \$500.00 SECURITY, THE CITY WILL DISQUALIFY YOUR BID.

The Director of Public Service reserves the right to waive any technical defects in any bid bond submitted so long as the bond is in substantial compliance with State Law. Any bidder may withdraw his bid, by written request, at any time prior to the hour set for the bid opening. Please be advised, the city of canton may impose a \$500.00 penalty to any bidder that withdraws his bid after the bid opening and prior to a contract award(s).

Should any bid be rejected, such check or bond will be returned to the bidder or bidders within ten (10) days after the contract is awarded, and should any bid be accepted, such check or bond will be returned upon execution and securing of contract. Bidders shall be prepared to furnish any information requested regarding return of bond or check.

The Board of Control reserves the right to reject any or all bids and to accept the bid(s) deemed most beneficial to the City of Canton. All companies must submit their Federal ID Number.

BY ORDER OF THE WARREN PRICE, DIRECTOR OF PUBLIC SERVICE  
PUBLISHED IN THE CANTON REPOSITORY: January 28 and February 4, 2013



## ***ATTENTION***

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*PLEASE BE ADVISED THAT THIS CONTRACT WILL BE FOR A ONE-YEAR PERIOD. WITH UP TO THREE ONE-YEAR EXTENSIONS AT THE CONTRACT PRICE IF REQUESTED BY THE CITY AND MUTUALLY AGREED TO BY THE SUPPLIER.*

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*EACH BIDDER MUST SUBMIT AN "AFFIRMATIVE ACTION PLAN" AND/OR "EEO POLICY." BIDDER MUST READ ALL EEO AND MBE REQUIREMENTS. PLEASE SUBMIT A REQUEST FOR WAIVER ON COMPANY LETTERHEAD IF YOU DO NOT HAVE OPPORTUNITY TO SUBCONTRACT ANY WORK. ENCLOSE THE COMPANY EEO POLICY. IF THE COMPANY DOES NOT HAVE A FORMAL EEO POLICY, PLEASE COMPLETE THE EEO POLICY STATEMENT INCLUDED IN THIS BID PACKAGE. Copy of this EEO Information may be submitted to the Purchasing Director in advance via email to help speed the contracting process.*

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*EACH BIDDER MUST SUBMIT THEIR FEDERAL ID NUMBER FOR IRS PURPOSES.*

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*The undersigned agrees to furnish analytical testing services to the City of Canton Water Reclamation Facility per the attached specifications. Prices shall be that as quoted in the bid and in accordance with the terms and conditions of the contract.*

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**PLEASE ACKNOWLEDGE THAT YOU HAVE READ THE ABOVE REQUIREMENTS BY SIGNING BELOW.**

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DATE

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SIGNATURE



# **ELEVATOR EQUIPMENT MAINTENANCE SERVICE**

## **GENERAL INSTRUCTIONS**

### **INTENT**

It is the intent of the City of Canton to enter into contract for the maintenance of various elevator equipment located in City owned buildings.

### **FORM OF PROPOSAL**

Make each proposal on the form provided for that purpose; you must enclose the proposal in a sealed envelope marked and addressed as required in the legal advertisement. Fill in all blank spaces in the proposal on all items. The City invites all bidders to be present at the opening of proposals.

### **PROVISIONS**

The descriptions, manufacturer or brand name used in these specifications are for the sole purpose of showing the quality and/or type of material expected; all bids must equal or exceed all phases of these standards.

You must describe all exceptions to the specifications in supplemental information submitted with and attached to the bid on your company stationery.

**THE BOARD OF CONTROL RESERVES THE RIGHT TO AWARD THIS CONTRACT AS IS IN THE BEST INTEREST OF THE CITY OF CANTON.**

### **GUIDELINES**

- A.) Each bidder has the responsibility to familiarize themselves with the nature and extent of the work required in this bid. The bidder must maintain a list of the equipment and the location of this equipment is included in this bid. You may arrange an inspection of the various locations by calling Mr. Cliff Graves, Supervisor of Building Maintenance, at (330) 489-3275.
- B.) Each bidder should have a proven record of accomplishment in providing this type of maintenance service. Please list on a separate piece of company letterhead at least five (5) business locations where you are currently providing similar services and the name of a contact person at each location.
- C.) The successful bidder shall furnish all labor, materials, equipment, special tools, supervision and services required to provide the maintenance service on the City's elevator equipment as specified.
- D.) The successful bidder will be required to submit a **\$50,000.00** Performance Bond.

## **READ CAREFULLY!**

### **LIQUIDATED DAMAGES AND CHARGES - RESPONSE TIME**

The City and the contractor mutually agree by and between the parties hereto, that the response time pertaining to service calls is an essential part of this contract. The Contractor respond in accordance with the specifications as outlined in the General Information of the Specifications on the following page (One hour after notification and one-half hour under emergency conditions). The contractor is liable for such delay and/or performance of contract through the monthly/quarterly statement.

The Contractor further agrees to pay the City the sum of **TWENTY-FIVE DOLLARS (\$25.00)** for every time said performance and completion exceeds the fixed response time set in the specifications. This includes any extension of time ordered or granted by the City. This \$25 is the perceived loss that the City will suffer due to delay in the performance of work. Both parties agree upon this amount, and is fixed and determined by the parties hereto as liquidated damages that the City will suffer, due to such delay and default. It is not a penalty, and the City shall deduct and retain the amount of such liquidated damages out of the money that may be due or become due the Contractor under this contract.



**CITY OF CANTON  
ELEVATOR EQUIPMENT MAINTENANCE SERVICE  
SPECIFICATIONS**

**GENERAL INFORMATION**

- A. Elevator Service Company Qualifications - The elevator Service Company will have no less than five (5) years successful experience with the completion of similar projects. The Elevator Service Company must have maintenance capability to meet requirements of this specification in the local area and be able to place a Service Technician at the buildings within one (1) hour after notification except for emergency calls that shall be within thirty minutes.
- B. The elevator(s) covered by this contract, shall be maintained in a satisfactory and safe operating condition, in accordance with the requirements of these specifications, and be capable of providing their contract speed, capacity, and performance at all times. The Owner reserves the right to request or make such tests as and when advisable to ascertain the fulfillment of the requirements for these conditions.
- **SEE APPENDIX ONE FOR LIST OF ELEVATORS.**
- C. The Elevator Service Company shall maintain elevators, equipment, appurtenances accessories to comply with the requirements of the applicable ASME/ANSI A.17.1 safety codes for elevators and escalators, and any other rules, ordinances, or building codes that may apply. The ANSI Elevator Inspection, **or latest revision of**, Manual A 17.2 shall be used as a guide to establish that the equipment is operating safely. The original specifications and/or NEII Standards of Performance shall be the guide for performance criteria as modified herein.
- **All periodic AND REQUIRED tests are included in this contract for full load, no load, static, etc.**
- D. The Elevator Service Company shall maintain the original contract speed for each elevator car, in feet per minute, and the original performance time, which includes acceleration and retardation as designed and installed by the manufacturer. The contractor shall perform the necessary adjustments as required to maintain the original door opening and closing time, within limits of applicable codes.
- **Maintain elevators in accordance with NEII Performance Standards. Elevator Service Company Technicians shall be required to log in and out upon entering and leaving a site, with a brief description of work performed. Also, included in the log shall be any parts replaced, adjustments made and oil added to the hydraulic systems. IT IS RESPECTFULLY REQUESTED THAT AN ADVANCED CALL BE RECEIVED FROM THE TECHNICIAN AT LEAST ONE DAY PRIOR TO INSPECTION.**

**ELEVATOR SERVICE COMPANY SHALL BE REQUIRED TO MONITOR THE AMOUNT OF OIL USE IN THE HYDRAULIC SYSTEMS AND ALERT THE OWNER OF ANY EXCESSIVE USE OR POSSIBLE LEAKAGE.**

- E. The Elevator Service Company shall not be required to make renewals or repairs made necessary by reason of negligence or misuse of the equipment by persons other than the Elevator Service Company, its representative and employees, or by reason of any other cause beyond the control of the Elevator Service Company, except ordinary wear and tear.

**The contractor must submit a separate quote for these types of repairs. The City will evaluate contractor submittals, along with quotes from other elevator service companies to insure the City of Canton, is receiving competitive pricing.**

1. The Elevator Service Company is to assume no responsibility for the following items, which are not included under this agreement: Hoistway door hinges, panels, frames, gates and sills, cabs, sump pumps, subflooring, floor coverings, cab doors, gates and removable cab panels, cab mirrors and handrails, power switches, fuses and feeders to controllers, light fixtures and lamps, cover plates for signal fixtures and operating stations, smoke detectors, cleaning of cab interiors, exposed sills, plungers, casings and cylinders, all hydraulic piping and connections except that portion which is exposed in the machine room and hoistway, emergency power generators, telephones, intercom or music systems, and air conditioners or heaters.
  - Note: The items excluded herein may be covered if the damage to them is due to a failure of the Elevator Service Company to perform its assigned duties. For Example: Car door panels which are scratched due to a failure to repair/replace defective door hanger assemblies.
2. The Elevator Service Company will not be responsible for any loss, damage, detention or delay caused by strikes, lockouts, labor troubles or disputes, fire explosion, theft, earthquake, severe or unusual weather conditions, shortage of material or workers, embargo, malicious mischief, war, governmental orders, acts of God, or by any other cause beyond their control.
3. The Elevator Service Company will not be required to make test **(other than those mentioned in Paragraph C(1) or those required by the State Elevator Inspector or his designee)**, to install new devices on the equipment which may be recommended or directed by the insurance companies or other individuals not directly related to Elevator Inspection Division of the State of Ohio, to make changes or modifications in design, or to make any replacements with parts of a different design.

4. Safety tests covered by this agreement may impose greater stress on the equipment and the building structure than that experienced in day-to-day operation, and the Elevator Service Company shall not be responsible for any resultant damage to the building structure or equipment.
  5. The Elevator Service Company will not be responsible for correction of outstanding violations or test requirements cited by appropriate state or municipal authorities prior to the effective date of this agreement.
- F. Maintain signal and dispatching times in accordance with original manufacturer specifications.
- G. Elevator Service Company will be required to maintain machine room, hoistway and pit equipment in a neat and clean condition at all times.
- H. Elevator Service Company is required to provide and use OSHA approved barricades during any work exposed to the general public.
- I. Failure of the Elevator Service Company to restore an elevator to service within twenty-four (24) hours of failure to operate shall be reason for concern by both parties to this contract. Failure to restore the unit to operation within seventy-two (72) hours shall be reason for cancellation when outside forces have intervened as described in sub paragraph E. 2 for items beyond control of the Elevator Service Company.

## **INITIAL WORK**

The Elevator Service Company, before submitting a bid for maintenance, shall make a complete inspection of the equipment and systems. The Elevator Service Company shall submit to the Owner an itemized list of the existing deficiencies that would require correction to bring the elevators up to an acceptable and satisfactory condition. The Elevator Service Company shall submit to the Owner a report whether or not any deficiencies are noted. This report shall be submitted with the bid for services. **THIS NEEDS TO BE DONE PRIOR TO ANY TERMINATION OF CURRENT CONTRACTS AND/OR EXECUTION OF ANY NEW CONTRACTS BY THE CITY OF CANTON.**

NOTE: IF REPORT IS NOT RECEIVED IT IS HELD THAT THE CONTRACTOR HAS NOT FOUND ANY DEFICIENCIES, AND ALL REPAIR WORK WILL BE AT CONTRACTORS EXPENSE. THERE WILL BE NO SURPRISE CLEAN-UP ORDERS.

## **SCHEDULED MAINTENANCE**

The Elevator Service Company shall provide and maintain a service log and check charts including computer printouts listing all parts of the elevator and the frequency with which they are to be serviced. These logs are to remain in the elevator equipment room of each building and/or site and be accessible for review by owner. Space shall be provided in this log for servicing mechanics to log their name, date of visit, arrival and departure time and a brief description of item serviced and/or parts replaced. These logs shall be presented to the owner once per year during the contract period.

Regular Routine Exams and Maintenance examinations shall be performed at a frequency of not less than semi-monthly for geared and hydraulic equipment. During these examinations, the following components are to be checked and all necessary work performed relative to cleaning, lubrication and adjustment of the equipment. If the check charts are not maintained up to date, the Owner will assume the work has not been completed, thus resulting in a contract deduction. As a minimum, the components must be checked in accordance with the schedule shown in Appendix Two.

- Hours of routine work shall be the usual and customary hours of the Elevator Industry in the locale of the building. Overtime callback and minor repairs are included twenty-

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- four (24) hours per day every day of the contract.
- Any specific overtime work shall be listed in separate paragraphs made a part of this contract.

## **CALL BACK SERVICE**

The Elevator Service Company shall provide callback service when requested by the owner. Callback service consists of responding (within 1 hour) to requests from the Owner by telephone or other means and at any hour, Monday through Sunday. This will be accomplished at no

additional cost to the Owner.

#### **RECORDS TO BE SUPPLIED BY THE OWNER**

Any available drawings can be obtained from the Owner on signed receipt for use, and such drawings shall be retained on Owner's premises. Applicable changes shall be noted on drawings and they shall be maintained up to date at all times. On termination or expiration of the contract, they shall be returned to the Owner.

#### **ELEVATOR SYSTEM EVALUATION**

The Owner may request, with no additional cost to the Owner, the required expertise, test and recording equipment, to evaluate the system's overall performance. Tests should include all hall calls registered by direction and call waiting time. A report of results within 30 days shall be submitted after receipt of written request for such service. All time expended for trouble shooting problems will be at no additional expense to the Owner.

#### **ELEVATOR SUPPLIES, MATERIALS AND REPLACEMENT PARTS**

The Elevator Service Company shall furnish all labor, supplies, parts and materials necessary to perform cleaning, maintenance, inspection, repairs or replacements to elevators, equipment, appurtenance and accessories; including hoist machinery, motor generators, controllers, selectors, worm gears, thrusts, bearing, brake magnet coils, brake shoes, brushes, windings, commutators, rotating elements, contacts, coils, resistors for operation and motor circuits, magnet frames, hoist ropes, governor ropes, compensating ropes, traveling cables, cams, car door and hoisting door hangers, tracks and guides, door operating devices, interlocks, and contacts, hatch lighting, pit lights, bulb replacement in signal system, **switches (including key switches)** and all other elevator signal and accessory equipment complete, where included as a part of the elevator installation at the time the bid/offer is submitted. Particular attention is to be given to maintaining all emergency light units in an operable condition.

Where applicable to hydraulic elevator(s), the above-listed parts shall include the cylinder head, plunger exposed surfaces, plunger gland and packing, pumps exposed piping fitting and flexible pipe connections, operating control, check and relief valves, gauges, storage, discharge, pressure and vacuum tanks.

#### **REPLACEMENT PARTS TO BE SUPPLIED BY ELEVATOR SERVICE COMPANY**

- A. The Elevator Service Company shall maintain a stock of replacement parts at the building where the elevator maintenance services are to be performed. It is vitally necessary that replacement parts be immediately available so the elevator service will not be subject to interruptions and stoppages. Until utilized, parts will remain the property of the Elevator Service Company. All parts replaced under the provisions of this contract shall be

identical to original equipment or the equipment manufacturers recommended replacement parts. The Elevator Service Company shall own and store at the building where work is to be performed, in suitable storage cabinets, a minimum of one each size and type used of the following parts. The Elevator Service Company shall also replenish the stock as used.

- B.
1. Generator and motor brush sets.
  2. All electrical and mechanical parts for controllers and selectors.
  3. All selector contacts, brushes and switches **(including key switches)**.
  4. Door interlock pick-up rollers, contacts, rods, and springs.
  5. Car door photo electric safety device and other door protection equipment, including safety edge replacement parts.
  6. Car and hoistway door relating cable.
  7. Hanger rollers for both car and hall door.
  8. Limit switch and terminal stopping switches, contacts and springs.
  9. Roller guide wheels and bearings or replaceable inserts for slide guides, for car and counterweight, whichever is applicable.
  10. Capacitors, resistors, miscellaneous relay springs, fuses and light bulbs.
  11. Replacement parts for contacts, sockets, switches and buttons in car operating panel and all signal fixtures.
  12. Solid state controls, power packs and printed circuit boards.

**An up-to-date inventory of spare parts shall be maintained at the building(s) specified. This inventory shall contain the description and part number of all items listed in "A" above.**

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**When requested, the parts shall be made available for inspection by the Owner.**

- B.
- The Elevator Service Company shall be able to provide the following parts for each type
1. Transformers and rectifiers.
  2. Door operator motor.
  3. Car door safety edge complete.

4. Electric timer circuit boards.
  5. Speed regulator or damping motor.
  6. On hydraulic elevator, all of the above will apply in addition to pumps and valves.
  7. Supply special tools that are required to make repairs without undue delay.
- C. The Elevator Service Company shall also be responsible for refinishing, repairing, or replacing of additional parts when necessary by ordinary wear and tear, except for the following listed items:
1. Car enclosure (Exception does not include accessories).
  2. Hoistway enclosure.
  3. Hoistway doors, door frames and sills.
  4. Car tile or carpet.
  5. Underground Hydraulic Piping.

#### **AUDIT**

- A. Elevator Service Company shall provide a management audit program which shall include, as a minimum, the following features:
1. Assignment of an account executive to provide direct contact between Owner and Elevator Service Company and to oversee conduct of the work required by this contract.
  2. Semi-annual review of work performed, job site conditions, and compliance with the contract by a skilled maintenance supervisor. Results of these inspections shall be submitted in writing to the Owner.
  3. Meetings with owner and tenants, if required, to discuss high profile problems or corrective actions in process.

#### **THIRD PARTY INSPECTIONS**

- A. Owner reserves the right to employ an Elevator Consultant/Inspector to verify conditions under this contract.
- B. Work identified as needed by Elevator Consultant shall be performed by Elevator Service Contractor.
  - 1. If work is covered by this contract, it shall be performed at no additional cost to the owner.
  - 2. If work is not covered by this contract, it shall be paid for by the owner at Elevator Service Company's usual rates.

#### **RIGHTS**

- A. The Owner has the right to obtain competitive quotes for any work beyond the scope of this contract. **If above work results in need to adjust maintenance price, Elevator Service Company may propose revised price and Owner can accept or reject the proposal. If the parties cannot agree on the new price, the contract can be terminated by either party upon thirty (30) days written notice.**
- B. The Owner has the right to cancel this contract upon thirty (30) days written notice at any time upon determination by Owner that the Elevator Service Company is not performing per the contract and giving the company thirty (30) days notice to make the corrections.

#### **INSURANCE**

- A. Elevator Service Company shall submit and maintain insurance and limits of liability during the duration of this contract as follows:
  - 1. Worker's Liability and Employees Compensation: Equal to or in excess of limits for Worker's Compensation laws in all states and the District of Columbia.
  - 2. Commercial General Liability: Three million dollars (\$3,000,000) single limit per occurrence: Ten million dollars (\$10,000,000) annual aggregate.
  - 3. **THE CERTIFICATE OF INSURANCE IS TO NAME THE CITY OF CANTON AS AN**



**“ADDITIONAL INSURED”.**

4. In the performance of work involved with this contract, the elevator service company shall be responsible for any accidents which involved that company's personnel or any subcontractors.

**RESPONSIBILITIES**

- A. Possession and control of the equipment shall remain with the owner who will retain his/her normal responsibility and liability as owner, lessor, lessee, possessor or custodian of the equipment.
- B. The Elevator Service Company shall be responsible for maintaining the equipment in a safe, dependable condition.
- C. The Elevator Service Company will advise the owner in writing of any deficiencies or code violations which exist with the equipment.
- D. The Elevator Service Company has the responsibility to make replacements, adjustments and repairs required under this agreement.

**TERM**

- A. This Agreement will continue in full force and effect for a period of five (5) years from the effective date.
- B. If a modernization is undertaken or if the building is sold, this contract may, at the discretion of the owner, be terminated or adjusted accordingly upon thirty (30) days written notice to the Elevator Service Company.

**CURE**

- A. If either party shall default in the performance of any of its obligations, the non-defaulting party may send a written notice reasonably describing the default. If the defaulting party, within a reasonable time (not to exceed thirty (30) days), does not commence to take reasonable steps to cure the default, or if having timely commenced, fails to carry the cure to reasonable and timely completion, the non-defaulting party, by a further thirty (30) days written notice, may terminate this agreement.

**BID SHEET FOR ELEVATOR EQUIPMENT  
MAINTENANCE SERVICE COSTS**

Elevator Equipment/ Location	First Year	Second Year	Third Year	Fourth Year	Fifth Year
Passenger Elevator #1 City Hall 218 Cleveland Ave. S.W.					
Passenger Elevator #2 City Hall 218 Cleveland Ave. S.W.					
Jail Elevator City Hall Jail 218 Cleveland Ave. S.W.					
Passenger Elevator #1 Sears Building 420 Market Ave. N.					
Passenger Elevator #2 Sears Building 420 Market Ave. N.					
Freight Elevator #1 Sears Building 420 Market Ave. N.					
Passenger Elevator #1 Cornerstone Parking Garage 330 - 2 <sup>nd</sup> Street S.E					
Passenger Elevator #2 Cornerstone Parking Garage 330 - 2 <sup>nd</sup> Street S.E					
Passenger Elevator #1 Millennium Parking Garage 200 - 3 <sup>rd</sup> Street N.E.					
Passenger Elevator #2 Millennium Parking Garage 200 - 3 <sup>rd</sup> Street N.E.					

Passenger Elevator #1 Memorial Auditorium 1101 Market Ave. N.					
Dumb Waiter Water Administration Bldg 2664 Harrisburg Rd. N.E.					
Passenger Elevator #1 Water Administration Bldg 2664 Harrisburg Rd. N.E.					
Passenger Elevator #1 Water Pollution Control Center 3530 Central Ave. S.E.					
Freight Elevator #1 Water Pollution Control Center 3530 Central Ave. S.E.					

<b>TOTALS</b>	
First Year	\$
Second Year	\$
Third Year	\$
Fourth Year	\$
Fifth Year	\$

First Year - Total Bid:

\$ \_\_\_\_\_

**THIS CONTRACT WILL BE FOR A PERIOD OF FIVE (5) YEARS.**

Any questions regarding this bid, please contact Cliff Graves, Superintendent of Building Maintenance at (330) 438-3275.

**APPENDIX ONE**

## LIST OF ELEVATORS TO BE COVERED

### ELEVATOR EQUIPMENT

Passenger Elevator #1 City Hall 218 Cleveland Ave. S.W.	Passenger Elevator #1 Millennium Parking Garage 200 - 3 <sup>rd</sup> Street N.E.
Passenger Elevator #2 City Hall 218 Cleveland Ave. S.W.	Passenger Elevator #2 Millennium Parking Garage 200 - 3 <sup>rd</sup> Street N.E.
Jail Elevator City Hall Jail 218 Cleveland Ave. S.W.	Passenger Elevator #1 Memorial Auditorium 1101 Market Ave. N.
Passenger Elevator #1 Sears Building 420 Market Ave. N.	Dumb Waiter Water Administration Bldg 2664 Harrisburg Rd. N.E.
Passenger Elevator #2 Sears Building 420 Market Ave. N.	Passenger Elevator #1 Water Administration Bldg 2664 Harrisburg Rd. N.E.
Freight Elevator #1 Sears Building 420 Market Ave. N.	Passenger Elevator #1 Water Pollution Control Center 3530 Central Ave. S.E.
Passenger Elevator #1 Cornerstone Parking Garage 330 - 2 <sup>nd</sup> Street S.E	Freight Elevator #1 Water Pollution Control Center 3530 Central Ave. S.E.
Passenger Elevator #2 Cornerstone Parking Garage 330 - 2 <sup>nd</sup> Street S.E	

## APPENDIX TWO

### ELEVATOR PM SCHEDULE ELECTRIC AND HYDRAULIC ELEVATORS

#### **ON EACH VISIT** (At least one hour per unit)

- (1) Contact responsible building personnel regarding elevator complaint(s). Correct all complaints.
- (2) Ride cars, checking for unusual noise or operation.
- (3) Correct any malfunctions noted.

#### **CONTROLLER**

(These are minimum requirements. Elevators Service Company is to meet or exceed this work).

- |             |   |
|-------------|---|
| Semimonthly | (1) Observe dispatching, times and relays for proper operation.                                 |
| Quarterly   | (2) Clean and check all controller and supervisory relays, contacts and printed circuit boards. |
| Semiannual  | (3) Check settings and operation of overloads.  |
| Semiannual  | (4) Check controller voltages.  |
| Semiannual  | (5) Check resistor tubes, grids and condensers.   |
| Annually    | (6) Clean and check fuses and fuse holders.   |
| Annually    | (7) Check and tighten all controller connections and components.                                |

#### **SELECTOR**

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|------------|--|
| Monthly    | (1) Adjust and/or replace selector brushes and contacts.                 |
| Quarterly  | (2) Lubricate selector cable sheaves. Clean/adjust electronic selectors. |
| Semiannual | (3) Clean and lubricate selector chains, guides, drivers and drums.      |

## **HOIST MACHINE**

Semimonthly	( 1) Clean dirt and dust from exterior surface of machines
Monthly	( 2) Check sleeve bearing oil.
Quarterly	( 3) Observe worms and gears for end play, back lash, thrust and any bearing wear.
Quarterly	( 4) Renew or reseal brushes as required.
Quarterly	( 5) Clean and/or turn and undercut commutator.
Semiannual	( 6) Inspect brake, brake drum, drive sheave, remove, clean and lubricate DC brake cores. Clean or replace brake shoes if necessary. Check pivot pins for free movement.
Semiannual	( 7) Grease roller bearings.
Semiannual	( 8) Check motor connections.
Annually	( 9) Change sleeve bearing oil.
Annually	(10) Blow out machine with air pressure.
Annually	(11) Check armature or rotor clearance - Record measurements in thousandths on Check Charts.
Annually	(12) Check hoist machine drive sheave, regroove when required by Owner or designated representatives.

## **MG SETS/MOTOR DRIVE**

Semimonthly	( 1) Clean dirt and dust from exterior.
Monthly	( 2) Renew or reseal brushes as required. Surface of MG sets.
Quarterly	( 3) Clean and/or turn and undercut commutators.
Semiannual	( 4) Grease roller bearings.
Semiannual	(5) Check MG/Motor Drive set connections and tighten if necessary.
Annually	(6) Blow out machine with air pressure.

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|----------|--|
| Annually | (7) Check armature or rotor clearance, record measurements in thousandths on Check Charts. |
| Annually | (8) Change oil in sleeve bearings.   |
| Annually | (9) Clean dirt and carbon dust from the interior around fields and windings.               |

### **SIGNAL AND DISPATCHING**

- |             |  |
|-------------|--|
| Semimonthly | (1) Observe dispatching, dispatching intervals, high and low call reversal circuits. Make corrections where necessary. |
| Monthly     | (2) Replace any burned out lamps in the starters control indicator panel, car operating panel, etc.                    |
| Monthly     | (3) Observe operation of car arrival lanterns and gongs. Correct any malfunctions noted.                               |

### **EMERGENCY OPERATION**

- |            |   |
|------------|---|
| Monthly    | (1) Activate fireman's recall system, Phases I and II. Minimum one floor operation on Phase II. Record test in log. |
| Quarterly  | (2) Test car emergency lights.  |
| Semiannual | (3) Test each elevator's emergency service.   |
| Semiannual | (4) Activate emergency hospital service system and any special circuits.  |
| Semiannual | (5) Test emergency power system.  |

### **GOVERNORS**

- |            |  |
|------------|--|
| Semiannual | (1) Clean, lubricate and test for free movement of all governors. Manually extend governor weights to make sure there is no restriction in motion. |
|------------|--|

### **ROPES**

- |           |  |
|-----------|--|
| Quarterly | (1) Check all ropes, grooves, hitches and equalize tension. Lubricate where necessary. Shorten ropes when requested. Replace ropes with "red rouge" showing. |
| Quarterly | (2) Check rope, clamps and shackles.   |
| Quarterly | (3) Check compensating chain or rope and hitches.  |

## **HYDRAULIC MACHINES**

### **PUMPING UNITS**

Monthly	(1) Maintain oil tank at proper level.
Monthly	(2) Check for excessive leakage around valves and pumps.
Semimonthly	(3) Wipe up any oil residue around machine. Eliminate cause of leakage.
Quarterly	(4) Check tension and wear of V belts.
Quarterly	(5) Inspect flexible hoses and connections. Replace when required by inspection or code.
Semiannual	(6) Lubricate motor bearings.

### **JACK ASSEMBLY**

Monthly	(1) Check packing gland for excessive oil leakage. Tighten or repack if necessary.
Monthly	(2) Check plunger for signs of leakage or deterioration. Report any oil leakage to owner in writing.
Quarterly	(3) Check platen bolts for cracks and tightness.

### **CAR**

Monthly	(1) Check alarm bell and communication system.
Monthly	(2) Inspect car door operator. Clean, adjust or replace pulleys, shafts, key ways, belts, cams and motor brushes. Lubricate where required.
Monthly	( 3) Clean door guide channels.
Quarterly	( 4) Check retiring cam devices, chain, dash pots, pivots, fastenings, etc.
Quarterly	( 5) Check leveling units.
Quarterly	( 6) Check all reopening devices and obstruction timing devices.
Quarterly	( 7) Inspect and clean car door or gate and related parts.
Semiannual	( 8) Replace non-rechargeable emergency light batteries.



Semiannual	( 9) Check load weighing devices with weights in cars.
Semiannual	(10) Clean car tops and related hardware.
Semiannual	(11) Check and adjust car door up-thrusts.
Semiannual	(12) Inspect guide shoes and roller guides.
Semiannual	(13) Inspect broken tape or cable switches.
Semiannual	(14) Check and test all safety devices.
Semiannual	(15) Check clearance for car safety shoes.
Semiannual	(16) Check stile channels for bends or cracks. Also, car frame and supports.
Semiannual	(17) Check car operating panel, controls and switches. Clean and lubricate when necessary.
Annually	(18) Check car enclosure steadying device.

### **HOISTWAY**

Monthly	( 1) Check hall button operation.
Quarterly	( 2) Check leveling switches and leveling operation.
Quarterly	( 3) Lubricate sheave bearings.
Quarterly	( 4) Check hoistway lighting. Replace bulbs where necessary.
Semiannual	( 5) Inspect limit switches, contacts, cam alignment.
Semiannual	( 6) Check sheave fastenings, grooves, lubricate grease type bearings.
Semiannual	( 7) Check stiles for cracks, bends, loose nuts, etc.
Semiannual	( 8) Clean door hangers, tracks and rollers. Adjust up-thrust.
Semiannual	( 9) Clean and inspect counter weights, counter weight rope fastenings, roller guides, guide shoes, etc.
Semiannual	(10) Inspect hoistway door guides and door closers.

- |          |  |
|----------|--|
| Annually | (11) Check wear and insulation on travel cables. Check junction box connections. |
| Annually | (12) Clean hoistway, separator beams, guide rails, door guide channels, etc.     |

**PIT**

- |             |  |
|-------------|--|
| Semimonthly | (1) Clean pit, iron work located within the pit.                           |
| Semimonthly | (2) Empty drip pan(s).   |
| Semiannual  | (3) Clean and lubricate governor tail sheave. Adjust position as required. |
| Semiannual  | (4) Check oil levels in buffers.   |
| Semiannual  | (5) Clean and lubricate compensating sheave, selector tail sheave.         |



## INSURANCE

The following standard indemnity agreement and minimum insurance requirements are incorporated in the Specifications for all work performed by the Contractor for the Owner, its affiliated and associated organizations or subsidiaries, hereinafter referred to as Owner.

- I. The Contractor agrees to indemnify and save the Owner harmless from and against any and all costs, loss and expense, liability damages, or claims for damages, including cost for defending any action, on account of any injury to persons (including death) or damage to or destruction of property of the Owner, arising or resulting from the work provided for or performed, or from any act, omission, or negligence of the Contractor, Subcontractor and his or their agents or employees. The foregoing provisions shall in no way be deemed released, waived or modified in any respect by reason of any insurance or surety provided by the Contractor.
- II. The Contractor shall maintain liability insurance and furnish the Service Director with Certificates of Insurance as evidence thereof in the prescribed form. If any work provided for or to be performed under any Specifications is sublet (as otherwise permitted by the terms of such Specifications), the Contractor shall require the sub-contractors to maintain and furnish him with satisfactory evidence of Workmen's Compensation, Employer's Liability and such other forms and amounts of insurance which Contractor deems reasonably adequate.
- III. In accordance with Item II, the Contractor shall maintain the following insurance:
  1. Workmen's Compensation and Employer's Liability Insurance affording,
    - a. Protection under the Workmen's Compensation Law in the State of Ohio.
    - b. Employer's Liability protection subject to a minimum limit of \$100,000.00.
  2. General Liability Insurance in amounts not less than:

a. General Aggregate Limit	\$2,000,000.00
b. Personal and Advertising Injury Limit	\$1,000,000.00
c. Each Occurrence Limit	\$1,000,000.00
d. Fire Damage	\$ 50,000.00
e. Medical Expense Limit	\$ 5,000.00

This insurance shall:

  - a. include coverage for the liability assumed by Contractor under Item I (Indemnity);
  - b. and the Certificates of Insurance furnished by the Contractor shall show by specific reference that each of the foregoing items have been provided for.- 3. Comprehensive Automobile Liability Insurance in the following minimum amounts:
  - a. Bodily Injury and Property Damage

any one accident or loss:

\$1,000,000.00

Further, the policy required under this section shall NAME THE CITY OF CANTON “AS AN ADDITIONALLY NAMED INSURED” and shall contain an endorsement by the insurance carrier providing ten (10) days notice to both the City and insured in the event of any change in coverage under the policy. No less than ten (10) days advance notice of cancellation of the insurance policy shall be given to the City by the insurer. A copy of the foregoing policy shall be filed with the Director of Public Service.

**BIDDER INFORMATION**

1. The Bidder shall provide the following information as part of its bid.

a. Name of Bidder \_\_\_\_\_

b. Business Address \_\_\_\_\_

\_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip

c. Business Telephone Number ( \_\_\_\_ ) \_\_\_\_\_

d. Person, address, and telephone to whom official notices are to be sent \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

e. Person, address and telephone for further information regarding this proposal \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

f. State(s) of incorporation (w/dates of incorporation) \_\_\_\_\_  
\_\_\_\_\_

g. Principal place of business \_\_\_\_\_

h. Working days anticipated to complete project \_\_\_\_\_ N/A \_\_\_\_\_ days

i. Federal I.D. Number # \_\_\_\_\_

2. Form of Business Organization.

\_\_\_\_ Corporation  
\_\_\_\_ Partnership  
\_\_\_\_ Other \_\_\_\_\_

3. The bidder shall provide the names and addresses of all persons interested as principals (officers, partners, and associates) in this proposal. Write first name in full, and give titles for offices.

_____	_____
_____	_____
_____	_____
_____	_____

All of the above, including the signatory to this bid, are citizens of the United States, except the following. (Provide names and addresses of those not a citizen of the United States.)

_____	_____
_____	_____
_____	_____
_____	_____

4. Name and address of other person, firms or companies interested in this contract.

_____	_____
_____	_____
_____	_____
_____	_____

The undersigned certifies that the bidder has the facilities, ability and financial resources available for the fulfillment of the contract if such be awarded to said bidder.

Upon request, the bidder will be expected to amplify the foregoing statements as necessary to satisfy the OWNER concerning his ability to successfully perform the work in a satisfactory manner.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
Contractor

By \_\_\_\_\_  
(Signature of individual, partner or officer signing the proposal.)

Please have this page Notarized

\_\_\_\_\_





PLEASE READ CAREFULLY

PLEASE BE ADVISED THAT BY SUBMITTING YOUR BID(S) TO THE CITY OF CANTON, THE CITY ASSUMES THAT SAID BID(S) HAS BEEN REVIEWED BY AN AUTHORIZED REPRESENTATIVE OF YOUR COMPANY TO ASSURE THAT THE BID(S) IS/ARE CORRECT AND/OR ACCURATE.

ANY BIDDER MAY WITHDRAW THE BID(S), BY WRITTEN REQUEST, AT ANY TIME PRIOR TO THE HOUR SET FOR THE BID OPENING.

IF THERE IS NO WITHDRAWAL OF THE BID(S), IN ACCORDANCE WITH THE ABOVE PROCEDURE, THE CITY RESERVES THE RIGHT TO ENFORCE SAID BID PRICE(S) AND/OR CONTRACT.

ALTERNATE OR OPTIONAL BIDS

IF YOU SUBMIT AN ALTERNATE OR OPTIONAL BID THAT MEETS OR EXCEEDS SPECIFICATIONS, SAID BID WILL BE CONSIDERED IN THE EVALUATION AND/OR AWARD. HOWEVER, REMEMBER THAT THE BOARD OF CONTROL RESERVES THE RIGHT TO AWARD THAT BID WHICH IS IN THE BEST INTEREST OF THE CITY.

## **ARTICLES OF INCORPORATION**

UNLESS THE BIDDER SUBMITS, WITH ITS BID, THE "ARTICLES OF INCORPORATION" SHOWING EXACTLY WHAT NAME YOU ARE INCORPORATED UNDER WITH THE STATE OF OHIO, CANTON MAY REQUEST THE BIDDER PROVIDE THIS INFORMATION.

THE ARTICLES OF INCORPORATION ARE THE DOCUMENTS FILED WITH THE STATE (OHIO OR OTHERWISE) CREATING THE CORPORATE ENTITY.

## **SUPPLEMENTARY GENERAL CONDITIONS**

### **GENERAL CONDITIONS/CANTON INCOME TAX**

Each bidder, by the act of submitting its bid agrees to withhold all City Income Taxes due

Or payable under Chapter 181 of the Codified Ordinances of the City of Canton for wages, salaries, fees and commissions paid to its employees and further agrees that any of its subcontractors shall be required to agree to withhold any such City Income Taxes due for service performed under this contract.

Furthermore, any person, firm, or agency that has a contract, or agreement with the City shall be subject to the City Income Tax whether the work being done is in the City or out of the City. In addition to the tax withheld for employees, the net profit on the contract shall be subject to City Income Tax.

Questions regarding this matter shall be directed to the City of Canton, Income Tax Department at 330-430-7900.

### **GENERAL CONDITIONS**

Bidders shall take notice that they are to comply with the Codified Ordinances of the City of Canton, including but not limited, to the following:

1. Section 105.03 – U.S. steel usage required; exception.

All City contracts shall stipulate or provide that all steel necessary in the construction of any work performed under such contracts shall be steel that is produced in the United States unless a specific product which is required is not produced by manufacturers in the United States in which event this prohibition does not apply. This section shall apply to only contracts awarded by the Board of Control of the City. (Ord. 224-77. Passed 6-27-77.)

2. Section 105.05 – Materials to be purchased locally.

In all future contracts for the construction of buildings, structures, or other improvements under the Capital Improvement Budget, the following clause shall be printed or typewritten on each contract:

It is the desire of the City of Canton that all materials used in the construction covered by this contract shall be purchased in the Canton area except such materials which are unavailable in the Canton area. (Res. 49-77. Passed 2-7-77.)

3. Section 105.06 – Minority Contract Provision

(a) All contracts with the City shall include the following clause:

The bidder agrees to expend at least \$\_\_\_\_\_ of the Contract in the event the contract is awarded to such bidder for minority/women's business enterprises. For purposes of this pledge, the term "minority/women's business enterprise" means a bona fide business established as a sole proprietorship, partnership or corporation owned, operated and controlled by one or more minority persons or women who have at least fifty-one percent (51%) ownership. "Minority" includes African Americans, Asian/Pacific Islanders, Hispanic/Latino Americans and Native American Indians. The minority or woman must have operational and managerial control, interest in capital, and earnings commensurate with the percentage of ownership. Minority/women's business enterprises may be employed as construction contractors, subcontractors, vendors or suppliers. (Ord. 185-2011. Passed 10-31-11.)

4. Section 105.12 – Local preference.

(a) The Board of Control, in determining the lowest and best bidder in the award of contracts, is authorized to award contracts to local bidders as hereinafter defined, whose bid is not more than ten percent (10%) higher, subject to a maximum amount of one hundred thousand dollars (\$100,000.00), than the lowest dollar bid submitted by non-local bidders, provided that the project bid does not exceed ten percent (10%) of the engineer's estimate. The Board of Control's decision in making such an award shall be final. (Ord. 86-2009. Passed 5-18-09.)

(b) For purposes of this section, "local bidder" means an individual or business entity which at the time of the award of the contract:

(1) Is a resident of the City and/or has its principal place of business in the City; and

(2) Which has filed a City of Canton "Resident" Income Tax Return for the past two tax years.

(c) All contract specifications and/or bid documents that are distributed by Canton for the purpose of soliciting bids for goods and/or services shall contain the following notice:

Prospective bidders will take notice that the City of Canton, in determining the lowest and best bidder in the award of this contract, may award a local bidder preference to any qualified bidder pursuant to Section [105.12](#) of the Codified Ordinances of the City of Canton. The determination of whether a bidder qualifies for the local preference shall be made by Board of Control. The Board's decision shall be final. A copy of City Code Section [105.12](#) is attached. (Ord. 112-97. Passed 6-2-97.)

d) This section shall be applicable to all contracts for the purchase of material, equipment, supplies or services, which are purchased, leased or constructed at a cost in excess of twenty thousand dollars (\$20,000) and which require bidding pursuant to Ohio R.C. 735.05 through 735.09 and Ohio R.C. 737.03. (Ord. 112-97. Passed 6-2-97; Ord. 52-99. Passed 3-29-99; Ord. 240-2005. Passed 11-21-05.)

PLEASE FILL OUT THIS FORM AND RETURN PROMPTLY TO THE ADDRESS BELOW

BIDDER AND CONTRACTOR EMPLOYMENT PRACTICES REPORT

Minority Coordinator  
218 Cleveland Avenue SW  
Canton, Ohio 44702

I. INSTRUCTIONS

- A. **EQUAL EMPLOYMENT OPPORTUNITY REQUIREMENT:** This form is designed to provide an evaluation of your policies and practices relating to the extension of equal employment opportunity to all persons without regard to race, religion, color, sex or national origin.

Ordinance No. 179-74 of the City of Canton and the rules and regulations pursuant thereto provide for a contract compliance inspection of personnel policies and practices related to any contract with the City including contracts for work, labor, services, supplies, equipment, materials, leases, concession agreements, and permits.

- B. **CONTRACTOR AND BIDDER PERFORMANCE:** Completion of this Contractor and Bidder Employment Practices Report is one of the steps which demonstrates compliance with the City's Equal Employment Opportunity Program. Responsibility for demonstrating compliance with the Program by the contractor and his subcontractors rests with the contractor or subcontractor. Such demonstration is a prerequisite for continued eligibility for bidding on city contracts, or for continuing in contract with the City.

II. CONTRACTOR AND BIDDER INFORMATION

1. REPORTING STATUS			
<input type="checkbox"/> a. Prime Contractor	<input type="checkbox"/> b. Prime Subcontractor	<input type="checkbox"/> c. Supplier	<input type="checkbox"/> d. Other (Specify)
2. NAME, ADDRESS AND TELEPHONE NUMBER OF BIDDER COVERED BY THIS REPORT			
3. NAME, ADDRESS AND TELEPHONE NUMBER OF PRINCIPAL OFFICIAL OR MANAGER OF BIDDER			
4. NAME, ADDRESS AND TELEPHONE NUMBER OF PRINCIPAL OFFICE OF BIDDER			
5. CONTRACTING CITY AGENCY (OR AGENCIES)			
6. SIGNATURE AND TITLE OF AUTHORIZED EQUAL EMPLOYMENT OPPORTUNITY REPRESENTATIVE   DATE			

EVALUATION (level blank)

☐ Compliance

☐ Non-Compliance

☐ Follow-up \_\_\_\_\_

### III. POLICIES AND PRACTICES

The bidder and the Contractor will indicate his willingness or unwillingness to comply with the requirements of the Equal Employment Opportunity Program of the City of Canton by encircling the appropriate or applicable letter to the left of each item below. The letters are to be interpreted as follows:

- A - This is now a practice of the Company.
- B - The Company will adopt this policy.
- C - The Company cannot or will not adopt this policy. (If "C" is circled, state reason. Use separate sheet if additional space is needed.)

It is understood that the Company's willingness to participate in the Equal Employment Opportunity Program will be evaluated by the Office of Directors of Contract Compliance. This evaluation will directly influence our decision on the qualifications of each bidder and contractor, and is an integral part of your bid.

CIRCLE ONE	ITEMS	STATE REASON IF (C) IS CIRCLED
A B C	1. The Company will adopt a policy of non-discrimination on the basis of race, religion, color, sex, or national origin with regard to recruitment, hiring, training, upgrading, promotion and discipline of employees or applicants for employment.	
A B C	2. The Company will develop procedures which will assure that this policy is understood and carried out by managerial, administrative, supervisory personnel.	
A B C	3. The Company will state its non-discriminatory policy in writing and communicate it to the following: a. All employees                      d. All relevant employee b. All recruitment sources        organizations including c. All subcontractors              labor unions	
A B C	4. The Company will use recruitment sources such as employment agencies, unions, and schools which have a policy of referring applicants on a non-discriminatory basis.	
A B C	5. The Company will participate in training programs for the benefit of employees or prospective employees, according to the intent of City Ordinance Number 179-74.	
A B C	6. Company recruiters will seek a broad recruitment base in order that a representative cross-section of applications might be obtained, and will refrain from a hiring policy which limits job applicants to persons recommended by company personnel.	
A B C	7. The Company will take steps to integrate any position, departments, or plant locations which have no minority persons including African Americans or are almost completely staffed with one particular ethnic or racial group.	
A B C	8. The Company will review its qualifications for each job to determine whether such standards eliminate unemployed persons who could, if hired, perform the duties of the job adequately. The following qualifications should be reviewed: a. education        c. tests b. experience      d. arrest records	
A B C	9. Residence in a particular geographical area will not be a qualifying or disqualifying criterion for employment with the Company.	
A B C	10. The Company will provide that all bargaining agreements with employee organizations, including labor unions, have non-discrimination clauses requiring equal employment opportunity.	

#### IV. EMPLOYMENT DATA

Please note that this data may be obtained by visual survey or post-employment records. Neither visual surveys nor post-employment records are prohibited by any Federal, State or local law. All specified data are required to be filled in by law.

JOB CATEGORIES	ALL EMPLOYEES			MINORITY GROUP EMPLOYEES							
	TOTAL MALE & FEMALE	MALE	FEMALE	MALE				FEMALE			
				African American	Asian American	Native American	Hispanic	African American	Asian American	Native American	Hispanic
Officials, Mgrs and Supervisors											
Professionals											
Technicians											
Part-Time Seasonal											
Office and Clerical											
Craftsmen (Skilled)											
Operatives (Semi-skilled)											
Laborers (Unskilled)											
Service Workers											
TOTAL											
Total employment from previous report (if any)											

**REMARKS** Use this space to give any identification data appearing on last report which differs from that given above, explain major changes in employment, changes in composition of reporting units, and other pertinent information.

The undersigned certifies that he is legally authorized by the bidder to make the statements and representations contained in this report. That he has read all of the foregoing statements and representations and that they are true and correct to the best of his knowledge and belief. The undersigned, understands that if any of the statements and representations are made knowing them to be false or there is a failure to implement any of the stated intentions or objectives, set forth herein, without prior notice to the Office of Contract Compliance, the bidder will be subject to the loss of all future awards.

FIRM OR CORPORATE NAME \_\_\_\_\_

DATE OF SIGNING \_\_\_\_\_

SIGNATURE \_\_\_\_\_

TITLE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

TITLE \_\_\_\_\_



## V. ADDITIONAL INFORMATION (OPTIONAL)

Describe any other actions taken which show that all employees are recruited, hired, trained, and promoted without regard to their race, religion, color, sex, or national origin. Use separate sheet if additional space is required.

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### DESCRIPTION OF OCCUPATIONAL CATEGORIES

**Officials, managers and supervisors** - Occupations requiring administrative personnel who set broad policies, exercise over-all responsibility for execution of these policies, and direct individual departments or special phases of a firm's operations. Includes officials, executives, middle management, plant managers, department managers and superintendents, salaried foremen who are members of management, purchasing agents and buyers, and kindred workers.

**Professionals** - Occupations requiring either college graduation or experience of such kind and amount as to provide a comparable background. Includes accountants and auditors, airplane pilots and navigators, architects, artists, chemists, designers, dietitians, editors, engineers, lawyers, librarians, mathematicians, natural scientists, physicians, social scientists, teachers, and kindred workers.

**Technicians** - Occupations requiring a combination of basic scientific knowledge and manual skill which can be obtained through about 2 years of post high school education, such as is offered in many technical institutes and junior colleges, or through equivalent on-the-job training. Includes draftsmen, engineering aids, junior engineers, mathematical aids, nurses, photographers, radio operators, scientific assistants, surveyors, technical illustrators, technicians, (medical, dental, electronic physical sciences), and kindred workers.

**Sales workers** - Occupations engaging wholly or primarily in direct selling. Includes advertising agents and salesmen, insurance agents and brokers, stock and bond salesmen, demonstrators, salesmen and sales clerks and kindred workers.

**Office and clerical** - Includes all clerical type work regardless of level of difficulty, where the activities are predominantly nonmanual though some manual work not directly involved with altering or transporting the products is included. Includes bookkeepers, cashiers, collectors (bills and accounts), messengers and office boys, office machine operators, shipping and receiving clerks, stenographers, typists and secretaries, telegraph and telephone operators, and kindred workers.

**Craftsmen (Skilled)** - Manual workers of relatively high skill level having a thorough and comprehensive knowledge of the processes involved in their work. Exercise considerable independent judgement and usually receive an extensive period of training. Includes the building trades hourly paid foremen and leadmen who are not members of management, mechanics and repairmen, skilled machining occupations, composers and typesetters, electricians, engravers, job setters (metal), motion picture projectionists, pattern and model makers, stationary engineers, tailors and tailoresses, and kindred workers.

**Operatives - (Semi-Skilled)** - Workers who operate machine or processing equipment or perform other factory-type duties of intermediate skill level which can be mastered in a few weeks and require only limited training.

**Laborers (Unskilled)** - Workers in manual occupations which generally require no special training. Perform elementary duties that may be learned in a few days and require no independent judgement. Includes garage laborers, car washers and greasers, gardeners (except farm) and groundskeepers, longshoremen and stevedores, lumbermen, raftsmen and wood choppers, laborers performing lifting, digging, mixing, loading, and pulling operations, and kindred workers.

**Service workers** - Workers in both protective and nonprotective service occupations. Includes attendants (hospital and other institution, professional and personal service), barbers, charwomen and cleaners, cooks (except household), counter and fountain workers, elevator operators, firemen and fire protection, guards, watchmen, and doorkeepers, stewards, janitors, policemen and detectives, porters, waiters and waitresses, and kindred workers.

**Apprentices** - Persons employed in a program including work training and related instruction to learn a trade or craft which is traditionally considered an apprenticeship, regardless of whether the program is registered with federal or State agency.



## GOVERNMENT BUSINESS AND FUNDING CONTRACTS

In accordance with section 2909.33 of the Ohio Revised Code

### DECLARATION REGARDING MATERIAL ASSISTANCE/NONASSISTANCE TO A TERRORIST ORGANIZATION

This form serves as a declaration by an applicant for a government contract or funding of material assistance/nonassistance to an organization on the U.S. Department of State Terrorist Exclusion List ("TEL"). Please see the Ohio Homeland Security Division Web site for a copy of the TEL.

Any answer of "yes" to any question, or the failure to answer "no" to any question on this declaration shall serve as a disclosure that material assistance to an organization identified on the U.S. Department of State Terrorist Exclusion List has been provided. Failure to disclose the provision of material assistance to such an organization or knowingly making false statements regarding material assistance to such an organization is a felony of the fifth degree.

For the purposes of this declaration, "material support or resources" means currency, payment instruments, other financial securities, funds, transfer of funds, financial services, communications, lodging, training, safe houses, false documentation or identification, communications equipment, facilities, weapons, lethal substances, explosives, personnel, transportation, and other physical assets, except medicine or religious materials.

### COMPLETE THIS SECTION ONLY IF YOU ARE AN INDEPENDENT CONTRACTOR

LAST NAME		FIRST NAME		MI
HOME ADDRESS				
CITY	STATE	ZIP	COUNTY	
HOME PHONE		WORK PHONE		

### COMPLETE THIS SECTION ONLY IF YOU ARE A COMPANY, BUSINESS OR ORGANIZATION

BUSINESS/ORGANIZATION NAME			PHONE
BUSINESS ADDRESS			
CITY	STATE	ZIP	COUNTY
BUSINESS/ORGANIZATION REPRESENTATIVE NAME			TITLE

### DECLARATION

In accordance with section 2909.32 (A)(2)(b) of the Ohio Revised Code

For each question, indicate either "yes," or "no" in the space provided. Responses must be truthful to the best of your knowledge.

- Are you a member of an organization on the U.S. Department of State Terrorist Exclusion List? ☐ Yes ☐ No
- Have you used any position of prominence you have with any country to persuade others to support an organization on the U.S. Department of State Terrorist Exclusion List? ☐ Yes ☐ No
- Have you knowingly solicited funds or other things of value for an organization on the U.S. Department of State Terrorist Exclusion List? ☐ Yes ☐ No
- Have you solicited any individual for membership in an organization on the U.S. Department of State Terrorist Exclusion List? ☐ Yes ☐ No
- Have you committed an act that you know, or reasonably should have known, affords "material support or resources" to an organization on the U.S. Department of State Terrorist Exclusion List? ☐ Yes ☐ No
- Have you hired or compensated a person you knew to be a member of an organization on the U.S. Department of State Terrorist Exclusion List, or a person you knew to be engaged in planning, assisting, or carrying out an act of terrorism? ☐ Yes ☐ No

If an applicant is prohibited from receiving a government contract or funding due to a positive indication on this form, the applicant may request the Ohio Department of Public Safety to review the prohibition. Please see the Ohio Homeland Security Web site for information on how to file a request for review.

### CERTIFICATION

I hereby certify that the answers I have made to all of the questions on this declaration are true to the best of my knowledge. I understand that if this declaration is not completed in its entirety, it will not be processed and I will be automatically disqualified. I understand that I am responsible for the correctness of this declaration. I understand that failure to disclose the provision of material assistance to an organization identified on the U.S. Department of State Terrorist Exclusion List, or knowingly making false statements regarding material assistance to such an organization is a felony of the fifth degree. I understand that any answer of "yes" to any question, or the failure to answer "no" to any question on this declaration shall serve as a disclosure that material assistance to an organization identified on the U.S. Department of State Terrorist Exclusion List has been provided by myself or my organization. If I am signing this on behalf of a company, business or organization, I hereby acknowledge that I have the authority to make this certification on behalf of the company, business or organization referenced on page 1 of this declaration.

APPLICANT SIGNATURE <b>X</b>	DATE
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